

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0068732	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Management Systems Analyst II				
3. Division Rehabilitation Services		12. Proposed Class Title RS Independent Living Grants Manager				
4. Section Administration Office	For  Use  By  Personnel  Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:				Position Number
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

The IL Program manager position has the responsibility for coordinating, administering and monitoring the allocations of federal and state funding for the delivery of Independent Living services under Title VII of the Rehabilitation Act, to include: the State Independent Living Services grants (federal and state funded); the Independent Living Services for Older Blind (OIB); youth with disabilities mentoring; and, the durable medical equipment and assistive technology grant program. Independent living services grants are managed according to the State Plan for Independent Living (SPIL), the approved state plan for the Vocational Rehabilitation program and other priorities of Rehabilitation Services. The IL Program Manager is responsible to: prepare and assess requests for proposals; monitor and evaluate grant transaction reports to authorize grant payments; monitor progress reports to assess performance; conduct regular on-site monitoring activities; communicate needs for corrective actions by grantees; assess and recommend other actions regarding grants; and, other grants management functions. The IL Program manager will also work collaboratively with Centers for Independent Living and the State Independent living Council of Kansas (SILCK) to achieve the goals of the SPIL.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

**RS Deputy Director for Operations**

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

**RS Deputy Director for Operations**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.



The work requires initiative; self-direction; organization; ability to make independent judgments; analyze and interpret federal and state regulation; and, recommend actions with regard to grantee performance and expenditures to the RS Director. Work priorities are established through agency established goals and objectives for the program and provided under the direction of the RS Deputy Director for Operations. Must work with groups and individuals in a collaborative manner for the successful administration of the program. Material and processes are often complicated or technical in nature, requiring careful interpretation. Handles many administrative details independently.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1 50%	E	<p>Work duties will require ability to collaborate and communicate effectively with community, DCF and RS partners and stakeholders in the promotion and continuous improvement of the provision of independent living services statewide. Travel within the state will be necessary and occasional out-of-state travel may be required.</p> <p>Administrative oversight and management of federal and state funding (Rehabilitation Act, Title VII, Part A and B), state general funds, Social Security Reimbursement funds, and Independent Living Older Blind program resources.</p> <ul style="list-style-type: none"> <li>• Interprets relevant federal and state statutes and regulations to guide the development and implementation of IL services in coordination with SILC, Kansas Association of Centers for Independent Living the agency and other stakeholders.</li> <li>• Responsible for resource management in consultation with the agency, SILC and stakeholders. Organizes grant award process for centers for independent living and SILC according to federal and state policies and procedures.</li> <li>• Advises on fiscal and programmatic policies and procedures to SILCK, centers for independent living and other grantees.</li> <li>• Collects performance reports from grantees and completes required federally required reports on behalf of DCF / RS.</li> </ul>
2 35%	E	<p>Program Monitoring for Quality Assurance:</p> <ul style="list-style-type: none"> <li>• Develops quality assurance policies and procedures to evaluate the effectiveness and efficiency of service delivery and program outcomes conferring with the SILCK, the agency, centers for independent living, OIB grantees and other related IL grant recipients.</li> <li>• Implements and maintains quality assurance procedures. Analyzes and communicates the information collected through the quality assurance process to identify areas of excellence, identify where progress is needed and compliance issues.</li> <li>• Requests and ensures implementation of corrective action plans in response to monitoring activities, audits, etc.</li> <li>• Responds to consumer concerns related to services received through centers for independent living.</li> </ul>
3 15%	E	<p>Promotes the Development of Independent Living Services:</p> <ul style="list-style-type: none"> <li>• Works in partnership with the Statewide Independent Living Council and centers for independent living in the development and achievement of goals and objectives as identified in the State Plan for Independent Living.</li> <li>• Responds to requests for information regarding the IL program and/or services.</li> </ul>



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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ☒ (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ☐ ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ☐ ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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N/A

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23. Which statement best describes the results of error in action or decision of this employee?
- ☐ ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - ☐ ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
  - ☒ ( X ) Major program failure, major property loss, or serious injury or incapacitation.
  - ☐ ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

The IL Program manager is responsible to facilitate the granting process valued at \$2.7 million to 13 organizations as of this date. Collecting, reviewing and approving invoices is critical to the financial health of the program, protects public resources from being used incorrectly and ensures the purposes of the programs are met. Monitoring functions vested in this position ensures the people of Kansas are receiving the services and supports needed to remain independent and to pursue gainful employment if applicable. Failure in these responsibilities may result in grantees discontinuing operations, Kansans losing their jobs, federally imposed recoupment of funds or penalties, and clients will lose critical support services.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work responsibilities require frequent collaboration both with RS, DCF, other state agencies, grantees and community stakeholders. Nature of work involves regular contact with the public.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Work is performed in a modern office environment and in various DCF, other agency and community partner settings across the state. Work will be conducted through general office procedures utilizing modern office equipment in a manner that minimizes danger to employee. This position requires statewide travel.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Frequent use of general office equipment, including presentation equipment. Can involve travel by state or rental car across the state.

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### **PART III - To be completed by the department head or personnel office**

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – Bachelor's degree in human services, business administration or closely related fields. Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may



be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

Bachelor's degree in human services, business administration or closely related fields.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

Prefer successful work experience related to managing a program, monitoring grants and/or contracts, conducting audits and effective collaboration with diverse groups of stakeholders.

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Experience - length in years and kind

Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Experience in grants management, program monitoring, fiscal analysis and reporting a plus. Education may be substituted for experience as determined relevant by the agency.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date